## RECORDS RETIREMENT PROCEDURE

- 1. Form 140, Records Retirement Request, is the basic instrument for effecting retirement of inactive record materials. For each group of records to be retired, Form 140 should be completed in original and four copies. Completed forms are forwarded to the Area Records Officer, Office of Personnel (ARO/OP) for the additional data required in Part II and dispatch to Records Center. For the benefit and protection of the Division or Staff and the Records Center, accuracy and completeness of entries made in Part I of Form 140 is vital. Future reference (frequently by persons other than those initiating retirement) will depend, to a large extent, on the meaningfulness of data recorded on Form 140.
- 2. Items provided in Part I of Form 140 should be completed by the Division and Staff as follows:
  - a. JOB NO. Contact ARO/OP to obtain number.
  - b. FROM State the official designations of the Office, Division, Branch and Section. Avoid use of letter abbreviations wherever possible.
  - c. DESCRIPTION OF FILE SERIES The description should be copied directly from the current Records Control Schedule provided to each Division and Staff. The inclusive dates (month and year) of the material should be added to this description. If the records vary from the schedule description, exception(s) should be carefully stated. This item is the key to future identification of the material.
  - d. CIASSIFICATION OF RECORDS Consider all the material contained in the records to be retired as a unified collection of data and provide the security classification most suited to its protection. Avoid over-classification.
  - e. FILE EQUIPMENT OCCUPIED BY RECORDS (prior to their retirement) Two (2) entries are required. The size of the safe or filing cabinets currently housing the records (i.e., letter-size, legal-size or other...to be specified) and the number of drawers occupied by the material (e.g.,  $\frac{1}{4}$ ,  $\frac{1}{2}$ , 1, 3 etc.).
  - f. APPROXIMATE REFERENCE ACTIVITY PER MONTH Based on experience in the current file area, indicate the number of times it is expected that reference will be made to the inactive material during an average month. If experience is lacking, provide an estimate of frequency.

- g. LOCATION OF RECORDS This refers to the current file area where the records are maintained prior to retirement to the Records Center. The "Signature of Records Custodian" should be completed by the person most familiar with or having chief responsibility for the records being processed. Typed or printed name should appear in addition to signature.
- 3. SHIPPING AND STORAGE CONTAINERS The standard record storage box serves as a combined shipping and storage container. Any number of boxes will be furnished to a Division or Staff upon request to the ARO/OP. Delivery of pre-assembled and labeled boxes is usually effected within 24-hours from the time requested. Features of the record storage box are:
  - a. Boxes measure 15" long x 10" wide x 12" high and will accommodate one (1) cubic foot of records for each box.
  - b. From a linear standpoint, each records storage box will accommodate 12 inches of letter-size folders and 10 inches of legal-size folders. Since the standard safe (or filing) cabinet contains two (2) linear feet of filing capacity, \* two (2) records storage boxes should suffice for each file drawer. \*For each drawer
- 4. PACKING PRCCEDURE Records should be packed in records storage boxes with the same arrangement and order used in their current files. If records are in disorder, their arrangement should be corrected at the time of packing. When transferring records to storage boxes, they should not be packed so tightly that reference (when requested) becomes difficult for Records Center personnel. Each box is numbered consecutively (i.e., "Box 1 of 4 boxes"). If two (2) file drawers are involved, box 1 contains the contents of the first half of the first drawer, box 2 the second half, box 3 the first half of the second drawer, etc.
- 5. RECORDS STORAGE BOX LAHEL (Form 14) This label is affixed to boxes at the Records Center prior to their delivery to a requesting office. The items noted on the label should be completed by the office of record at the time of packing.
- 6. RECORDS SHELF LIST (Form 140a) This is an optional form. Its use in conjunction with the basic Form 140, however, greatly facilitates reference speed. Its purpose is to provide a key to the actual alphabetical or numberical arrangement of material contained in each box (noting a descriptive breakdown of folders and materials in cases such as "subject files"). In alphabetical or numerical series, listing of the first and last folder in each box may suffice (e.g., A thru H or...Case File #1 thru 88).

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- 7. REFERENCE TO AND ACCESSIBILITY OF RETIRED RECORDS
- a. Records retired to the Records Center remain under the jurisdiction of the originating office. The Records Center functions to provide Agency components with efficient and economical storage and handling of inactive materials which cannot be destroyed or otherwise disposed of for regulated periods of time.
- b. Reference to retired records may be accomplished through (1) recall of either all or specific items maintained under a given job number or (2) requesting that Records Center personnel locate and report information. Routine reference (48-hour service) or return of material can be accomplished by use of Form 490, Records Center Service Request. Rapid or priority reference may be accomplished by telephone. In emergencies, the Records Center will dispatch a special courier with records or information needed.
- c. Specific information concerning reference services and related matters will be furnished by the ARO/OP upon request.

## Attachments:

Form 140 - Records Retirement Request

Form 140a - Records Shelf List

Form 490 - Records Center Service Request